



EMPLOYMENT OPPORTUNITY

1. RPA #	3252-DSA
ANALYST'S INITIALS	PMC_c
DATE	11/05/04

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE SUPERVISING STRUCTURAL ENGINEER	3. POSITION NUMBER 720-201-1139-901	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID S09
7. OFFICE OF Regional Office - Oakland	9. LOCATION (CITY or COUNTY) OAKLAND		13. MONTHLY SALARY \$6,149 TO \$7,474	
8. SEND APPLICATION TO: Division of the State Architect (DSA) 1515 Clay Street, Suite 1201 Oakland, CA 94612	10. WORKING HOURS MONDAY-FRIDAY 8am-5pm			
	11. PUBLIC PHONE NUMBER (510) 622-3109			
Attn: Nat Chauhan, RPA 3252		12. CALNET NUMBER 8-561-3109	14. FILE BY 11/19/04	

SELECTION CRITERIA

Submit State Application (Std 678) to contact above. Applications will be evaluated based on eligibility and qualifications. Interviews may be scheduled. Persons interested must be currently in this classification, transfer eligibility to this classification or be on an eligible employment list.

Under the general direction of the Principal Structural Engineer, the Supervising Structural Engineer (SSE) supervises the work of engineering, architectural, and fire and life safety staff performing plan review of construction documents for public schools, essential services buildings, community colleges, and state-owned and/or leased buildings and the work of staff performing field supervision of projects under construction. The SSE also oversees the training of and services performed by private consultants working under contract.

DUTIES

ESSENTIAL FUNCTIONS

In order to supervise structural engineering, architectural, and fire and life safety personnel who are responsible for the review of plans and specifications of building projects submitted to the division for approval and the field review of these building projects during the construction phase:

- Assigns work based on workload volume using knowledge of effective planning and organizing;
- Reviews completed assignments for quality assurance and accuracy using knowledge of the interpretation and application of the laws and regulations governing the construction.

In order to perform supervisory and administrative functions according to the DGS Policy Manual:

- Evaluates staff performance and recommends appropriate action including but not limited to merit salary adjustments and progressive discipline;
- Evaluates staff performance by completing probationary reports and annual Individual Development Plans (STD 637) with each staff member following form instructions;
- Provides training identified in staff's annual IDP for both technical and Departmental subject matter through DGS-sponsored and outside training opportunities.

In order to supervise the work of field review staff using knowledge of the laws and regulations governing the construction and principles of structural engineering according to the applicable California codes and regulations:

- Visits the assigned construction sites to ensure that adequate inspection is being maintained;
- Attends site construction meetings with division staff and clients (i.e. architects, engineers, school district personnel, inspectors) in order to conduct investigations on enforcement problems related to the construction work and to resolve differences or carry through the necessary enforcement measures.

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DGS JOB HOTLINE PHONE (916) 322-5990

CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929

Essential Functions Continued...

Provides technical support and guidance to the staff during plan and field review and during the backcheck process in order to ensure consistent application of the applicable codes and regulations using knowledge of interpretation and application of the laws and regulations governing the construction.

Responds to inquiries, verbally and in writing, from school district personnel, architects, structural engineers, inspectors, contractors, owners, and others regarding provisions of the Education Code (Field Act), Essential Services Building Act and other applicable statutes and regulations in order to advise them on the interpretation and application of the laws and regulations governing the construction. Meets with and advises project architects, engineers, state officials, and the public to discuss design and other issues related to the construction projects under the DSA jurisdiction.

In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants and overtime compensation of subordinate staff's time using the Project Accounting & Leave (PAL) system in accordance with DGS policies and guidelines, MOU provisions and SPB or DPA regulations and rules:

- Grants or denies subordinate staff requests for time off or requests to work overtime;
- Verifies subordinate staff has sufficient leave credits available for the leave requested;
- Approves or disapproves PAL entries for subordinate staff within three working days after the completion of the pay period.

Provides technical assistance/guidance upon request from the Project Intake Specialist (Senior Architect) who reviews all construction documents for completeness in order to ensure appropriateness of assignments following the DSA Project Submittal Guidelines.

In order to manage the service provided by private consultants who are under contract to review construction documents submitted to the DSA for approval:

- Provides plan review and backcheck training to the consultants following DSA policies and procedures;
- Assigns work based on workload volume using knowledge of effective planning and organizing;
- Reviews completed assignments for quality assurance and uniformity with DSA standards and policies using knowledge of the interpretation and application of the laws and regulations governing the construction.

Interprets design criteria and investigates new design methods for safety and acceptability for use in public schools, state-owned or leased buildings, and essential services building projects.

MARGINAL FUNCTIONS

Reviews and prepares comments on regular and special reports concerning structural engineering procedures, investigations and problems; reviews buildings to determine their ability to withstand earthquakes, fire, or wind and to carry safely the loads imposed and reports on the level of safety which they exhibit; reviews geological hazard and geotechnical reports for proposed construction sites to determine the type of foundation systems and their effect on proposed structural systems using knowledge of structural engineering principles and interpretation and application of the governing laws and regulations.

Acts on behalf of the Principal Structural Engineer in his/her absence and represents the division at meetings and/or conferences as directed using knowledge of the DSA mission, program and operations.

Maintains supervisory continuing education requirements by attending DGS sponsored (or other) training for supervisors in accordance with Government Code Section 19995.4.

KNOWLEDGE AND ABILITIES

Knowledge of: Stress analysis; strength, use and properties of the materials of building construction, standard specifications and loadings, building codes applying to building and other engineering structures; soil mechanics applying to building construction; interpretation and application of the laws and regulations governing schoolhouse construction; principles of effective supervision and planning, organizing, directing, and reviewing the work of a staff; the Department's Equal Opportunity Employment objectives, a supervisor's role in the Equal Opportunity Program and the processes available to meet the objectives.

Ability to: Review and judge the quality of office and field structural engineering work, and make technical investigations on structural engineering problems; interpret and apply the laws and regulation governing schoolhouse construction; plan, organize, direct, and review the work of a staff; analyze situations accurately and take effective action; prepare technical specifications and write comprehensive but concise reports; effectively contribute to the Department's Equal Employment Opportunity program objectives.

DESIRABLE QUALIFICATIONS

Special Personal Characteristics

- Demonstrated supervisory ability and tact.

Additional Qualifications

- Demonstrated leadership skills.
- Demonstrated ability to prioritize, organize and delegate multiple projects/assignments.
- Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet and graphics.
- Possession of valid California Driver's License.
- Experience with CADD (Computer Aided Drawing and Drafting) software (optional).

Interpersonal Skills

- Ability to motivate staff.
- Ability to work well with people and to effectively handle personnel interactions.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Moderate overnight travel required.
- Reads, analyzes, and interprets scientific and technical documents.
- Responds to inquiries and complaints from clients, regulatory agencies, or members of the public.
- Effectively present information to top management, clients and the public.
- Requires ability to lift up to 35lbs; items to be lifted include, but are not limited to, construction documents, drawings, plans and files.
- Requires walking on potentially uneven ground while performing duties in the field.
- Requires standing, bending at neck and waist, squatting, climbing and kneeling.
- Requires grasping, pushing, pulling, reaching above, at and below shoulder level.
- Visit construction sites where equipment/machinery is in use; ground may be uneven; dust is present; weather is changeable; and inspections at heights may be necessary.
- Require driving to construction sites using State or rented vehicle.